



American Osteopathic College of Occupational and Preventive Medicine

Membership Committee (COM-10)

Effective Date: _____

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

1. Purpose. The Membership Committee shall seek to provide for the retention of current members and the increase of new members.
2. Objectives
 - 2.1. The Committee shall develop initiatives to recruit and retain members through various surveys and membership benefits.
 - 2.2. Shall perform other such duties as directed by the Board of Trustees.
3. Procedure
 - 3.1.1. Meet on a regular basis to accomplish the work of the Committee (meetings may be conducted through conference calls or at regularly scheduled CME Conferences).
 - 3.1.2. Shall formulate an annual membership development and retention plan which includes templates for solicitation and renewal notices.
 - 3.1.3. Shall provide a written report to each of the meetings of the Board of Trustees at least thirty (30) days prior to the BOT meeting and may be asked to provide a written or verbal report to the Membership Business Meetings.
- 3.2. Composition
 - 3.2.1. The Committee shall be comprised of a Committee Chair, and the Chair and Vice Chair of each Division, as well as others as deemed necessary.
 - 3.2.2. The Committee membership should ideally include a Resident and an Osteopathic Student Doctor member.

Revised 7/10